GENERIC JOB PROFILE

I. Post Information	
Job Title: **Logistics Assistant** Organizational Unit: **Various** Post Location : **Various**	Job Level: **G-5** Job Profile No.: CCOG Code: **2A09** Functional Code: **SUP** Job Classification Level: **G-5**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job Organizational Context & Purpose for the job

The Logistics Assistant is responsible for assisting the uninterrupted supply of affordable and good quality supplies and services, adapted to the particular context and through compliance with UNICEF's policies, procedures and ethics standards.

It is worth noting that this GJP covers a broad range of functions in supply, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with greater

depth. Therefore, if this is the case, this can be made clear in team work plans as well as individual performance plans.

III. Key functions, accountabilities and related duties/tasks

Supply Chain Service Delivery and Response

Procurement/contracting:

- Provide input to the formulation of the annual Supply Plan. Conduct data review and analysis for category management and assist in the development of procurement strategies. Support market research in relevant areas for UNICEF and assist in gathering evidence on the best approaches to sustainable and best value for money procurement.
- Where relevant, support product innovation and market shaping initiatives for specific categories of supplies and services providing relevant data.
- Liaise with colleagues from respective programme sections in planning procurement and contracting initiatives, supporting development of relevant specifications, terms of reference, and logistics arrangements and timelines. From lessons learnt, contribute with good practices to strengthen sustainability of supply chains.
- Prepares documentation for the establishment of Long Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as might be requested by the Supervisor. Assists with bid openings, and technical and financial analysis of offers as might be required. Conduct clarifications with suppliers.
- Prepare requests for award including submissions to Contract Review Committee. Prepare purchase orders and contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Keep stakeholders/partners informed on the progress of procurement processes. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g. supply performance reviews.
- Regularly monitor dashboard reports and coordinate to ensure necessary supply action is taken in a timely manner in support of UNICEF Programmes.
- Regularly extract reports on the status of the existing LTAs, contracts, Purchase Orders (POs) and take necessary action in coordination with the relevant Programme.

- Conduct local market surveys on ongoing and regular basis for identification of potential suppliers to procure the goods and services at competitive costs.

In-country logistics:

- Provide input on the logistics component of the supply plan, including advising on infrastructure constraints (e.g. customs clearance, port capacity, transport options and warehousing capacity) and different delivery mechanisms. Keep track of demurrages and detention charges. Negotiate with Airport/Port/Shipping Line for waiver of demurrage/detention charges whenever required. Calculate budget requirements for various delivery modalities and ensure establishment of budget with the colleagues from the respective programme sections.

- Liaise with supply colleagues as well as colleagues from respective programme sections, use supply dashboards to ensure pipeline monitoring establishment of appropriate logistics capacity. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Perform research, collect data and conduct analysis, produce reports and ensure information accuracy in corporate systems to enable informed decision-making.

- Provide support in logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of programme supplies. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.

- Review needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and transmit all supporting information for contracting of such service providers including establishment of KPIs and performance monitoring mechanisms.

- Maintain and process documentation for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.

Warehousing and inventory management:

- Following UNICEF policies and procedures, assess warehousing capacity including facilities, conditions of equipment, manpower, and processes. Propose corrective actions to supervisor. Assess new warehouse facilities when required. If necessary, assists the implementation of new warehouse facilities which may include installation and assembly of temporary warehouse structures (e.g. Wiik-Halls/Rub Halls type structures).

- Support to the maintenance of appropriate warehousing and inventory management processes in support of the country programme implementation. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained

- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.

- Supervise receipt of consignments and dispatch of supplies.

- Prepare stock reports. Monitor inventory to track trends and account for the inventory status from source to beneficiary. Carry out regular physical counts of inventory in the warehouse. Prepare documentation for commodity disposal through Property Survey Board committee. Keep track of near to expiry supplies ensuring FIFO and FEFO approaches.

Alternative delivery mechanisms and procurement services:

- Ensures continuous availability of data related to procurement, including forecasting, requisitions received, orders placed, incoming goods, actual delivery schedules. Prepares periodic reports, and ad-hoc reports as needed.

- Support assessment of and collaboration with implementing partners including civil society, for establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).

- Assist in activities that lead to building partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.

- Support Procurement Services (PS) transactions and projects in collaboration with programme sections and UNICEF Supply Division (SD). As appropriate, support partners on forecasting and costing of PS-channel supplies. Monitor the submission of requests, PS cost estimates, Purchase Orders (POs) and/or Copenhagen Warehouse Stock Transfer Orders on PS Sales Orders. Follow up with SD and UNICEF freight forwarders as needed on timely delivery/shipment of PS orders. Support communications and follow up with programme colleagues and partners regarding partnership requests and negotiations as required.

- Maintain up-to-date files for all Procurement Service transactions, including a system for monitoring the various stages of each transaction.

- Monitor the incoming pipeline of PS shipments. If required based on the division of responsibilities agreed in the Memorandum of Understanding (MoU) and Cost Estimate (CE), assist the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point.

Other duties/responsibilities:

- In collaboration with supervisor, Supply Division, Regional Office and the global supply

community, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team. Develop and facilitate training of newcomers, provide inputs towards establishment of processes or manuals to support effective workflows.

IV. Impact of Results

The Supply & Logistic Assistant's impact directly affects the quality and timeliness of the delivery of a range of different services for which the unit is accountable. The impact of these services indirectly affects the timely completion of other processes for clients and reflects directly on the overall reputation of the supply team in terms of quality and responsiveness to client needs.

The Supply and Logistic Assistants' client interface focuses on the coordination and planning of routine supply chain activities, including the transportation of goods and materials, purchase orders, contracts, delivery and payments. These relationships are important to ensure that deadlines are met and that work results adhere to regulations, rules and guidelines.

V. Capabilities Required

1. **Project Management (2)**
   - Use project management tools to organize and track tasks within a project
   - Schedule and prioritize tasks to meet deadlines
   - Provide project updates and report issues

2. **Collaboration (2)**
   - Use tact and discretion in sensitive situations
   - Communicate thoughtfully and diplomatically considering how words may be perceived by others
   - Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions
   - Communicate key points and recommendations verbally in a clear and direct manner
   - Organize, visualize and present data, tailoring visuals to highlight key insights

3. **Problem Solving (2)**
   - Compare different sets of information to identify correlations and differences
   - Analyze information to identify the root cause of problems and possible risks
   - Identify key data and patterns in reports and summaries
   - Organize, visualize and present conclusions in a structured and logical way
   - Consider and suggest possible solutions to resolve problems independently
   - Consider available information when making decisions

4. Digital Dexterity (2)

- Use AI tools and digital platforms to collect information
- Assess AI generated tasks for accuracy and effectiveness
- Use key organizational business systems and digital platforms
- Manage and organize digital documents and files in alignment with digital workforce policies and culture
- Safeguard documents ensuring confidentiality and manage data risks

VI. UNICEF values and competency Required (based on the updated Framework)

i) <u>Core Values</u>

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) <u>Core Competencies (For Staff with Supervisory Responsibilities)</u> *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

<u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Skills

- Thorough knowledge of a range of specialized topics, including relevant supply chain processes, partnership mechanisms, rules and regulations related to public sector procurement.
- Ability to interpret and apply specialized rules and regulations to the particular circumstances of individual cases.
- Experience using MS Word, Excel, PowerPoint, SAP and ability to learn other UNICEF office tools.
- Demonstrated understanding of relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work.
- Ability to develop and maintain effective working relationships with stakeholders and gain the assistance and cooperation of others in a team endeavor.
- Ability to use supply related modules within UNICEF ERP system (SAP).
- Ability to establish priorities and plan Incumbent`s own work and plan, coordinate and monitor the work of those under Incumbent`s supervision.
- Ability to draft clear and concise reports or rationale for supply related decisions on key issues.

VIII. Recruitment Qualifications	
Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.
Experience:	A minimum of 5 years of relevant administrative experience in supply chain management or a commercial context is required. Understanding of development and humanitarian work is an advantage.
Language Requirements:	Fluency in French is required. Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language is an asset.